

GROUP SUPPORTED EMPLOYMENT

Service Description

H022-FI

A service that provides long-term, ongoing support services for an employed individual.

This group service provides Division memberconsumers with an on-site supervised work environment in a community employment setting. MembersConsumers are paid by the Qualified Vendor or employer for work performed in accordance with State and Federal law.

Service Requirements and Limitations

1. This service~~Group Supported Employment shall be~~ provided in integrated community work settings. Integrated setting means a setting typically found in the community in which an individual with disabilities interacts with ~~non-disabled individuals~~ without disabilities, other than the Qualified Vendor's paid staff~~non-disabled individuals~~ who are providing services to that individual, to the same extent that ~~non-disabled individuals~~ without disabilities in comparable positions interact with other persons.
2. This service shall be~~The designed of the service is~~ to promote community integration with other members of the workforce and provide paid work. Such settings may include: a community business; Qualified Vendor owned/rented facilities that are used primarily to serve the public and employ Division memberconsumers (e.g., retail stores, restaurants, ~~etc.~~) and/or employ fifty percent (50% (fifty percent)) or more workers without disabilities exclusive of support staff; and mobile work crews (e.g., landscaping, manufacturing, custodial work, ~~etc.~~) when the Division memberconsumers are employed according to the norm for that industry.
3. Transportation within the memberconsumer's scheduled workday from worksite to worksite shall be ~~is~~ the responsibility of the Qualified Vendor.

Service Goals and Objectives

Service Goals

1. To provide memberconsumers the opportunity to work in an environment that allows for maximum interaction among diverse populations.
2. To provide memberconsumers with gainful, productive, and paid work.
3. To support memberconsumers in developing skills, abilities, and behaviors that will enable them to most fully realize their vocational aspirations including supporting their transition into a more independent employment setting.

4. To help ~~memberseconsumers~~ maintain positive work habits, attitudes, skills, and work etiquette directly related to their specific employment, as well as assisting the ~~memberconsumer~~ to become a part of the informal culture of the workplace.

Service Objectives

The Qualified Vendor shall ensure that the following objectives/~~outcomes~~ are met:

1. Participate with each ~~memberconsumer~~'s planning team [e.g., Individual Support Plan ("ISP") team] to develop and implement ~~an ISP that identifies~~ vocational outcomes in accordance with the ~~memberconsumer's long-term vocational goal~~ vision of the future and priorities.
2. Participate with ~~memberconsumer~~'s ~~planning~~ISP team in making referrals for progressive moves.
3. Ensure that the worksite placement of each ~~memberconsumer~~ is made with consideration of that ~~memberconsumer's capacitiesabilities and~~ interests, ~~and needs~~.
4. Provide each ~~memberconsumer~~ with worksite orientation and training to assist him or her ~~them~~ in acquiring the necessary job skills.
5. Provide each ~~memberconsumer~~ with ongoing training and onsite supervision.
6. Provide intervention and technical assistance to an employer as needed to support the success of the ~~memberconsumer~~.
7. Assist the ~~memberconsumer~~ in resolving training/work issues as well as any personal concerns that may interfere with his or her ~~their~~ job performance.
8. In consultation with each ~~memberconsumer~~'s ~~planning~~ISP team, identify strengths and barriers to success/progressive movement, develop and implement strategies to capitalize on strengths and remove or minimize barriers.
9. Ensure the ongoing availability of paid integrated work in an amount adequate to the number of ~~memberseconsumers~~ in the program.

Service Outcomes

- ~~1. At least 75% (seventy five percent) of consumers will meet their annual vocational goals, as defined in their ISP. Documentation of this outcome shall be included in the comprehensive consumer status report to each District Program Manager/designee (where the service is being performed). See "Recordkeeping and Reporting Requirements" below.~~
12. On an annual basis, At least ten percent (10% (ten percent) of memberseconsumers, based on the agency's average daily attendance over a one (1) year period, served will be

identified for a progressive movement to competitive integrated employment (i.e., Individual Supported Employment).

Documentation of this outcome shall be included in the comprehensive consumer status report to each District Program Manager/designee (where the service is being performed). See "Recordkeeping and Reporting Requirements" below.

2. Documentation of these service outcomes shall be included in the aggregate program status report to each Division District Program Manager/designee where the service is being performed (see "Recordkeeping and Reporting Requirements" below).

Service Utilization Information

1. The maximum utilization by a ~~memberconsumer~~ shall not exceed ~~eight (8) seven (7)~~ hours per day. Actual ~~utilizationsage~~ will be dependent upon the ~~memberconsumer~~'s ~~goals outcomes~~ and employment site requirements.
2. Group size shall be limited to no fewer than two (2) and no more than six (6) ~~memberconsumers~~. Group size will include all ~~memberconsumers~~ being supervised by a single direct service staff person (to include individuals placed by other funding agencies). A Qualified Vendor paid direct service staff ~~personmember~~ shall remain at the job site with ~~memberconsumers~~ at all times.
3. To ensure community integration, no more than one (1) group shall be co-located in a physical location without prior approval from the ~~Division's Division's District~~ Program ~~Administrator/~~ Manager ~~or /~~ designee.
4. The Qualified Vendor shall provide transportation to and from the program for any member needing transportation when the member does not live in a licensed residential setting.
- 4.5. Unless otherwise approved by the District Program ~~Administrator/~~ Manager ~~/or~~ designee, services shall be provided to ~~memberconsumers~~ eighteen (~~18 (eighteen)~~) years of age or older.
- 5.6. Group Supported Employment services shall not be provided concurrently with other habilitation services (i.e., Center-Based Employment or Individual Supported Employment). However, a ~~memberconsumer~~ may receive different habilitation services at different times within a given day. The only exception would be those supports provided as designated in Sections 76 or 87 below.
- 6.7. Employment Support Aide services needed to meet the personal care needs of a ~~memberconsumer~~ who would otherwise be excluded from Group Supported Employment may be billed up to one (1) hour per ~~memberconsumer~~ per day. This service is provided at a one-to-one (1:1) staff-to-member ratio in accordance with the ~~memberconsumer~~'s planning document-ISP. This service may be billed in addition to the Group Supported Employment hour of service. The provision of such service does not change the Qualified Vendor's

responsibility for maintaining the recommended staff-to-~~member~~client ratio for Group Supported Employment (i.e., in calculating the staff-to-~~member~~consumer ratio, the Employment Support Aide shall not be included and the ~~member~~consumer receiving the services shall be included).

~~7.8.~~ Employment Support Aide services needed to support ~~member~~consumers with a co-occurring behavioral health diagnosis who would otherwise be excluded from Group Supported Employment may be billed for up to three (3) hours per day per ~~member~~consumer. Support services must have been denied by the relevant Regional Behavioral Health Authority (“RBHA”). This service is provided ~~at a one-to-one (1:1) staff-to-member ratio~~ in accordance with the ~~member~~consumer’s ~~planning/ISP document~~team. This service may be billed in addition to the Group Supported Employment hour of service. ~~The provision of such service does not change the Qualified Vendor’s responsibility for maintaining the recommended staff-to-client ratio for Group Supported Employment, (i.e., in calculating the staff-to-consumer ratio, T~~he Employment Support Aide shall not be included ~~in calculating the staff-to-member~~consumer ratio and the consumer receiving the services shall be included).

~~8.9.~~ ~~A consumer can receive services from only one (1)~~ Only one (1) Employment Support Aide shall provide assistance to the member at ~~any given~~the same time.

Rate Basis

1. Published. The published ratio rate is based on the ratio of total direct service staff hours with ~~member~~consumers present at the program to total ~~member~~consumer hours.
2. Throughout the term of the contract, the appropriate billing codes, billing units, and associated billing rules are subject to change. All billing codes and billing units, and associated billing rules will be included in the Division’s Policies and Procedures Manual, Billing Manual, *RateBook*, and/or other provider resources made available by the Division.

Direct Service Staff Qualifications

The Qualified Vendor shall ensure that direct service staff is trained in developing and teaching meaningful employment-related activities (e.g., hygiene, punctuality, supervisory relationships, ~~peer relationships,~~ job interviewing, work etiquette, ~~etc.~~) for the ~~member~~consumers they support in the community.

Recordkeeping and Reporting Requirements

1. Qualified Vendors shall maintain individual ~~member~~consumer progress notes and production records on a daily basis for each ~~member~~consumer.
2. The Qualified Vendor ~~shall~~must keep daily records of the number of hours each ~~member~~consumer is at each Group Supported Employment site, including when the ~~member~~consumer arrived at the site and left the site.

3. The Qualified Vendor ~~shall~~must maintain~~keep~~ daily records as proof of the number of hours ~~worked by its each~~ direct service staff spends providing direct services to ~~member~~consumers in the program.
 - 3.1 Direct service time begins when the first ~~member~~consumer arrives at the job site or staging area and ends when the last ~~member~~consumer leaves the job site or staging area.
 - 3.2 Each time sheet, equivalent document, or data system must contain the original signature or other independent verification of the member/member's representative after service delivery confirming the hours worked. Proof of hours worked must be signed or verified by the member/member's representative before the Qualified Vendor submits the claim for payment.
4. The Qualified Vendor shall submit quarterly individualized progress reports on ~~the each~~ ~~member~~consumer to the ~~member~~consumer's ~~Support~~ Coordinator and member/member's representative. The quarter is based on the member's annual planning cycle. The first quarterly progress report is due no later than the fifteenth (15th) within thirty (30) days following after the ~~end~~close of the quarter in which the service is initiated. Subsequent quarterly progress reports are due no later than the fifteenth (15th) day following the end of the quarter.
 - 4.1 At a minimum, the report shall include a written summary describing specific service activities, overall progress specific to planning document outcomes, performance data that identifies the member's progress toward achievement of the established outcomes, and current and potential barriers to achieving outcomes.
5. The Qualified Vendor shall provide an aggregate ~~comprehensive consumer~~-status report using Division forms ~~every six (6) months~~ to each District Program Manager/designee ~~(where the service is being performed)~~ no later than the thirty-first (31st) day of ~~July~~January and ~~August~~within thirty (30) days after the close of the period.
6. Qualified Vendors shall maintain compliance with all applicable State and Federal law.
7. The Qualified Vendor shall maintain data that demonstrates full compliance with all programmatic and contractual requirements of the Department and the Division.